

# Substantive Change Cover Sheet

Submit to SACSCOC,  
Substantive Change, 1866  
Southern Lane, Decatur, GA  
30033. One copy only;  
electronic media preferred. Do  
not email submissions or send  
copies to staff. Thank you.


**Note:**

1. Include a completed cover sheet with each submission; please don't submit a cover sheet only.
2. Submit substantive changes as separate submissions except as permitted by policy.
3. Submit substantive changes defined in policy only; others are not reviewable.
4. For best results, download this form and complete with [Adobe Reader](#). Hover mouse over fields for guidance.

## INSTITUTIONAL INFORMATION

|                                       |                       |
|---------------------------------------|-----------------------|
| INSTITUTION (NO ABBREVIATIONS PLEASE) | CITY + STATE/PROVINCE |
|---------------------------------------|-----------------------|

## SUBSTANTIVE CHANGE RESTRICTION

|   |   |                          |
|---|---|--------------------------|
| 1. Is the institution currently on Warning, Probation, or Probation for Good Cause?   | <input type="radio"/> Yes   | <input type="radio"/> No |
| 2. Was the institution placed on Warning, Probation, or Probation for Good Cause on or after September 3, 2020, and subsequently removed from sanction? | <input type="radio"/> Yes   | <input type="radio"/> No |
| 3. Is the institution currently under provisional certification for participation in federal financial aid programs?                                    | <input type="radio"/> Yes   | <input type="radio"/> No |
| If ANY are "Yes" the institution is on <b>SUBSTANTIVE CHANGE RESTRICTION</b> . Additional and/or different requirements may apply; consult policy.      |  |                          |

## SUBMISSION INFORMATION

|   |                         |
|---|-------------------------|
| SUBSTANTIVE CHANGE TYPE (SELECT FROM DROP-DOWN LIST; SUBMIT ONLY TYPES DEFINED IN POLICY) | SUBMISSION DATE         |
| SUBSTANTIVE CHANGE DESCRIPTION (BRIEF SUMMARY)  | INTENDED IMPLEMENTATION |

### OFF-CAMPUS INSTRUCTIONAL SITES SUBMITTED IN THIS SUBSTANTIVE CHANGE

*Site Name, Physical Address, City, State/Province, ZIP or Postal Code, and Country/Territory*

|    |  |
|----|--|
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. | There are more than 5 sites in this submission → <input type="radio"/> |

### PROGRAMS SUBMITTED IN THIS SUBSTANTIVE CHANGE

*Include credential AND discipline: e.g., Associate of Arts in English, Bachelor of Science in Physics, Certificate in Office Management, etc.*

|    |  |
|----|--|
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. | There are more than 5 programs in submission → <input type="radio"/> |

### SUBMITTED

I certify the information on this form is correct and accurately represents the current status of the institution at the time of submission.

|                                |               |   |
|--------------------------------|---------------|---|
| SUBMITTING LIAISON or CEO NAME | EMAIL ADDRESS | FOR OFFICE USE  |
|                                |               | Revised 01/31/2022<br><a href="#">Check for current version</a> |



October 5, 2022

Dr. Kevin Sightler, Director of Substantive Change  
Southern Association of Colleges and Schools  
Commission on Colleges  
1866 Southern Lane  
Decatur, GA 30033

Dear Dr. Sightler,

In accordance with the Southern Association of Colleges and Schools Commission on Colleges' *Principles of Accreditation: Foundations for Quality Enhancement*, St. Philip's College is pleased to notify you that beginning Spring 2023, students will have the opportunity to complete 25-49% of the coursework required for Catering Management Level 1 Certificate degree at the following high school location:

Sandra Day O'Connor High School  
5900 Evers Road  
San Antonio TX 78238

I look forward to continually working to ensure that St. Philip's College complies with all guidelines set forth by the Southern Association of Colleges and Schools Commission on Colleges. Please let me know if you have any questions or need any clarification.

Sincerely,

A handwritten signature in cursive script that reads "Adena Williams Loston".

Dr. Adena Williams Loston  
President of St. Philip's College

cc: George Johnson, III, SACSCOC Accreditation Liaison, St. Philip's College